

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 40

July 30, 2009

**SUBJECT:** TRAINING GROUP - DEACTIVATED;  
INCIDENT MANAGEMENT SUPPORT DIVISION - ACTIVATED;  
INCIDENT MANAGEMENT AND TRAINING BUREAU  
RESPONSIBILITIES - CLARIFIED; ORGANIZATIONAL  
CHANGES FOR POLICE TRAINING AND EDUCATION; AND THE  
RENAMING OF ENTITIES WITHIN INCIDENT MANAGEMENT AND  
TRAINING BUREAU

**EFFECTIVE:** IMMEDIATELY

**PURPOSE:** This Order deactivates Training Group and assigns all responsibilities previously assigned to Training Group directly to Incident Management and Training Bureau (IMTB); activates Incident Management Support Division (IMSD); announces the organizational changes for Police Training and Education; and renames entities within Incident Management and Training Bureau.

**PROCEDURE:** Training Group has been deactivated, and Incident Management Support Division (IMSD) has been established. However, IMSD is in no way intended to absorb those responsibilities previously assigned to Training Group. Organizational changes within Police Training and Education have been implemented.

**I. INCIDENT MANAGEMENT AND TRAINING BUREAU**

**RESPONSIBILITIES - CLARIFIED.** The Commanding Officer, IMTB, is responsible for executing line command over the operations of Training Division; IMSD; Police Training and Education; and performs the following functions:

- \* Acts as initial liaison with federal, state, and local agencies responsible for "All Hazard/All Risk" incidents;
- \* Uses Department subject matter experts to develop and coordinate incident management strategies, tactics and training consistent with the National Response framework, National Incident Management System, Standardized Emergency Management System, California State mandates, and Department policies;
- \* Inspects Department preparations and responses to special events and unusual occurrences;

- \* Uses Department subject matter experts to develop, coordinate, and maintain the Department's Mobile Field Force (MFF), crowd management, and incident management strategies, tactics, and training;
- \* Provides subject matter expertise to the Department regarding special event and unusual occurrence management;
- \* Trains incident management staff for selected events in conjunction with Special Operations Bureau (SOB) and Counter Terrorism and Criminal Intelligence Bureau (CTCIB);
- \* Designated as Department coordinator of Mobile Field Force training; and,
- \* Coordinates the testing and evaluation of ALL weapons to be approved for use by Department personnel, including all specialized units and divisions, and makes the final decision regarding any and all weapons approved for Department use.

**II. TRAINING GROUP - DEACTIVATED.** Department Manual Section 2/296.10 designated Training Group within IMTB's chain of command. Training Group has been deactivated and subsequently eliminated from the chain of command within IMTB. However, none of the responsibilities previously assigned to Training Group have been eliminated from IMTB's purview. All correspondence and queries previously addressed to Training Group shall now be addressed directly to IMTB. Incident Management and Training Bureau will disseminate all such correspondence and queries to the relevant entities within its command.

**III. INCIDENT MANAGEMENT SUPPORT DIVISION - ACTIVATED.** Incident Management Support Division, IMTB, has been activated and reports to the Commanding Officer, IMTB. The responsibilities of IMSD are as follows:

- \* Develop, coordinate, and maintain the Department's Mobile Field Force, crowd management, and incident management strategies, tactics, drills, exercises, and training;
- \* Train incident management staff for selected events in conjunction with SOB and CTCIB;
- \* Assist other Department entities when it is beyond their capabilities to police planned special events or spontaneous incidents;

- \* Evaluate procedures, tactics, and techniques to be employed during disasters and other emergencies using subject matter experts;
- \* Evaluate the Unusual Occurrence After-Action Reports, Form 14.50.00, Unusual Occurrence Histories, Special Events Critiques, Journals, and other reports related to unusual occurrences for consideration in future planning and training;
- \* Evaluate lesson plans intended for emergency control exercises and incident management training for Department personnel;
- \* Evaluate tactical equipment to be used in the control of disasters and other emergencies in conjunction with SOB;
- \* Provide First Responder Awareness training to Department employees regarding Weapons of Mass Destruction - Nuclear, Biological, Chemical; and,
- \* Inspect Department preparations and responses to special events and unusual occurrences to include on-site inspections of Incident Command Post and field deployment during pre-planned and spontaneous events.

**IV. INCIDENT MANAGEMENT SUPPORT DIVISION REFERENCES.** The below listed reference numbers are assigned to IMSD:

- \* Commanding Officer, IMSD: Commander 13H
- \* Correspondence Reference Number: 12.1
- \* Divisional Number: 645

**V. POLICE TRAINING AND EDUCATION TRANSFER OF UNITS FROM AND TO TRAINING DIVISION REORGANIZATION.** The following organizational changes have been implemented in the Police Training and Education (PTE):

- \* On-Line Training Unit shall be transferred from PTE to Training Division;
- \* Leadership Program shall be transferred from PTE to Training Division;
- \* Career Development Unit shall be transferred from Training Division to PTE; and,
- \* Field Training Services Unit shall be transferred from Training Division to PTE.

**VI. ENTITIES RENAMED.** The following entities will be renamed:

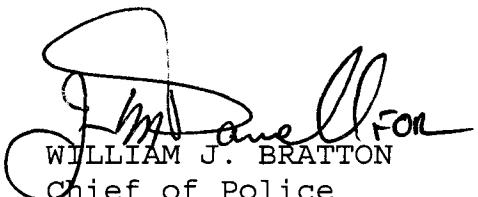
- \* Curriculum Design Unit will be renamed "Instructional Design Unit";
- \* Peace Officer Standards and Training (POST) Unit will be renamed "Peace Officer Standards and Training (POST) Liaison Unit";
- \* West Point Leadership Unit will be renamed "Los Angeles Police Department Leadership Unit"; and,
- \* Administrative Unit will be renamed "Special Projects Unit".

**VII. POLICE TRAINING AND EDUCATION - ORGANIZATION.** Police Training and Education, established within Incident Management and Training Bureau, now comprises:

- \* Quality Assurance Section;
- \* Magnet School Liaison;
- \* Field Training Services Unit;
- \* Special Projects Unit;
- \* Instructional Design Unit;
- \* Learning Management System (LMS) Unit;
- \* Peace Officer Standards and Training (POST) Liaison Unit; and,
- \* Career Development Unit.

**AMENDMENTS:** This Order amends Sections 2/062, 2/93.96, 2/296.05, 2/296.10, 2/296.15, 2/296.20, 2/296.22, 2/296.24, 2/296.26, 2/296.30, 2/296.32, 2/296.34, 2/296.40, 2/296.72, 2/296.74, 2/300.05, 2/375, 2/380, 3/201.20, 3/610.67, 3/793.15, 4/110.20, 5/030.50, and 5/080.96 of the Department Manual. It also establishes Section 2/296.07 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON  
Chief of Police